

Sample AV Cancellation Report

14-JUL-2012

Baker & Taylor
875 Greentree Road, Ste. 678
Pittsburgh, PA 15220

FAX # 888-285-8972

Sample Customer
123 Main Street
AnyTown, USA 55555

BTE Account #: 'XXX'.XXXXX

Dear Customer:

The following list of audio music and/or video titles is being cancelled, per your backorder cancellation schedule. If you would like to re-order anything listed, or if you have any questions, please call your BTE sales representative at the number listed below:

1-800-775-3300

Part Number	Description	Bkqty	Bko Date	PO Number
ISBN: 9786308841552	TIME OUT OF MIND	1	XX/XX/XXXX	XXXXXXXXXX

Sample Spanish Publisher List

Please note:

We have provided a listing of book, spoken word audio, and music, and DVD/Blu-Ray manufacturers which produce product in Spanish language.

For DVD/Blu-Ray product, all major studios produce single product releases featuring multiple language soundtracks, including Spanish. Please let us know if you would like to review a larger listing of available studios.

451Editores
 A K Pr D1stnbuton
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 Afncan Books Collectrve
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 Albert Wh1tman & Co ,
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 Alfaguara,
 Alfred Pub Co
 'l-hulia S L Alranza
 Ed1tonal, Almuzara
 Estudios SA Alpha
 Books
 Amana Pubns
 Amer Academy of Ped1atncs
 Amer B1ble Soc1ety
 Amer College of Obstetnc1ans &
 Amer Psychological Assn
 Amer Reading Co
 Amencan Academy of OrthopaediC Surgeons,
 Amencan Academy of Ped1atncs,
 Amencan Drabetes Assoaat1on,
 Amencan Educat1onalPub.,
 Amsco School Pubns Inc
 Anaya English,
 Anaya Multrmed1a,
 Anchor D1stnbutors
 An1sa Inc
 Anthem Press,
 Ant1que Collectors Club Ltd
 Apg Sales & Fulfillment
 Arte Paublico Press,
 Artes De Mex1c0 Y Del Mundo S A
 AtlantiC Pub Co
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 AugsburgFortress Pub
 Aunt Lute Books,
 Authorhouse
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 Avery,
 Azteca D1fusora DelL1bros S L
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 Baker Pub Group
 Barbour Pub Inc
 Barefoot Books
 Barron's,
 Barrens ::ducat1onalSenes Inc
 Barrens Juven1les
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 9BC Act1ve,
 Bean Book Pub
 Begmner Books

Beorm Bruckme1er Pub ,
 Berkley Pub Group
 Berh2 Pub,
 Berlitz Pub /APA ?ubhcat1ons,
 Bernan Assoc
 Bhakt1vedanta Book Trust
 B1g :-lead F1sh
 Bllmgual Education Serv
 Blackstone Aud1o Inc
 Blackwell Pub,
 Blue Mountam Ar..s
 Blume,
 Bolivia Books D1stnbutor
 Bookmasters 01st Serv
 Bordighera Press,
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 Boyds Mills Pr
 BramStorm 3000,
 Bngnter Child,
 Brlhance Aud1o
 C D Stampley Ent
 Caedmon Auo1o, Calambur
 Ed1tor.al Cambndge
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 Cap1talIntellectual SA
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 Carolina Academ1c,
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 Cengage Leammg
 Cengage Learnmg College
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 Central Programs Inc
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 Chan Rocafull
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 Charlesbndge Pub Inc
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 Children's Book Press
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 Ch1ld's Play (Internat1onal),
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 C1rculo De Lectores
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MustcAudio O LV /Falcon,
MustcAudio Deep Dtstnbutron Worldwide
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MusrcAudio Drscos 605,
MusrcAudio DRG Braz1l,
Mus1cAudio EEentartatnment
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MustcAudJo J & N/Norte,
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Mus1cAudio Llonsgate,
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Mus1CAUd10 Navarre Corp
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MUSIC AUdiO	Pego,
MUSIC AUdiO	Phantasm Imports Inc
MUSIC AUdiO	Pma,
MUSIC AUdiO	Platmo,
MUSIC AUdiO	Platoma MUSIC,
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MUSIC AUdiO	Qual1ton Imports Ltd
MUSIC AUdiO	Q-Vo,
MUSIC AUdiO	R2 Records,
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MUSIC AUdiO	RGS MuSIC,
MUSIC AUdiO	Select-O-H1ts,Inc
MUSIC AUdiO	Serca Mus1c,
MUSIC AUdiO	S1x Degrees,
MUSIC AUdiO	Small Stone Records,
MUSIC AUdiO	Sm1thson1an Folkways
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MUSIC AUdiO	Sony BMG latm,
MUSIC AUdiO	Sony Bmg MUSIC
MUSIC AUdiO	Sony International,
Mus1cAud1o	Sony Latm,
MUSIC AUdiO	Sony Masterworks,
MUSIC AUdiO	Sony MUSIC latm,
MUSIC AUdiO	Sony Mus1c Latm/D1scos 605,
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MUSIC AUdiO	Thump/Discos Fama,
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MusJcAudto	Trad1t1ons Alive CO Llc
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MUSIC AUdiO	Verve,
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MUSIC AUdiO	Vma D1stnbutor
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MUSIC AUdiO	Warner Mus1c Latma,
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MUSIC AUdiO	World MUSIC Network,
MustcAud*o	Yoyo Mus1c,
MUSIC AUdiO	Yoyo USA
MUSIC AUdiO	Zamora MUSIC Group,
MusiC AUdiO	Zyx MUSIC

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V1deo	Aae F1lms
V1deo	Agua Verde Aud1o V1sual ,
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V1deo	B1g K1ds Productions
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V1deo	Bramy Company,
V1deo	Breakmg Glass P1ctures
V1deo	Brentwood Home V1deo,
V1deo	Buena V1sta Home Entertarnment
V1deo	C A V D1stnbut1on Corp
V1deo	Cap1tol Entertamment
V1deo	Cam1valesque F1lms,
V1deo	Celebnty V1deo D1stnbut1on,
V1deo	Cho1ces,
V1deo	Cmema Epoch,
V1deo	Cmema Gu1ld,Inc
V1deo	Cmema LJbre,
V1deo	Cmemateca,
V1deo	Cmemex Pictures,
V1deo	Cmev1sta Inc
V1deo	City Hall Records
V1deo	Class1c Med1a,
V1deo	Clever Image,
V1deo	Columb1a TnStar Home Entertarnment,
V1deo	Condor Media/Vanguard Cmema,
Vtdeo	Consumer V1s1on,Inc
V1deo	Cntenon Collect1on,
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Vtdeo	D1amante F1lms
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Vtdeo	Docurama,
Vtdeo	EEntertamment,
V1deo	:cho Bndge Home Entertamment
Vtdeo	EducationalV1deo Network
V1deo	EMIClasstcs,
Vtdeo	Em1 D1stnbutton
V1deo	EMilatr,n,
V1deo	EMITelev1sa,
V1deo	EMIV1deo,
V1deo	Emp1re P1ctures,
V1deo	Entertainment One U.S Lp
Vtdeo	Entertamment Treasures,Inc
V1deo	eOne,

Vtdeo	Est Dtstnbutton Ltd
Vtdeo	E Pctures,Lie
Vtdeo	EuroArts,
Vtdeo	Eurpac
Vtdeo	F & A Entertatnment
Vtdeo	Facets Vtdeo
Vtdeo	Fatthwerks Entertatnment,
Vtdeo	Ftlm Movement Uc
Vtdeo	Films for the Humanittes & Soences,
Vtdeo	Films Medta Group
Vtdeo	Ftne Medta Group
Vtdeo	Ftrst look Pctures
Vtdeo	Ftrst-Run Features,
Vtdeo	FMkidz,
Vtdeo	Forte Dtstnbutton
Vtdeo	Fox Home Entertatnment
Vtdeo	Fox Lorber Ftllms
Vtdeo	Funlmatton ProductiOns Ltd
Vtdeo	FUNtmatton,
Vtdeo	Fx,Ltd
Vtdeo	Gatam,Inc
Vtdeo	Geneon Entertamment,
Vtdeo	Gemus Products,
Vtdeo	Gtgaptx Releasmg,
Vtdeo	Golden Ftllms,
Vtdeo	GoodTtmes Entertatnment,
Vtdeo	Gpn IIC
Vtdeo	Ground Zero E.ntertamment,
Vtdeo	Hal Leonard Pubhshmg
Vtdeo	Hannover House
Vtdeo	HBO Home V1deo,
Vtdeo	Heret Ftllms,
Vtdeo	Home Vtston Entertamment,
Vtdeo	Icarus Ftllms
Vtdeo	IFC Ftllms,
Vtdeo	IFC Mtdntght,
Vtdeo	Image Entertamment
Vtdeo	Imagen Corp
Vtdeo	ImpenalFtllms & Mustc,
Vtdeo	Inceptton Medta Group
Vtdeo	Indtcan Pctures
Vtdeo	Indteptx Ftllms
Vcdeo	InJOY Vtdeos
Vtdeo	Innovattve Dcst Network
Vcdeo	Intermedca Vtdeo Products
Vtdeo	Janson Medta,
Vtdeo	Janson Vtdeo Inc
Vtdeo	Jc Ftllms Inc
Vtdeo	JeffFtllms,
Vtdeo	JR Internattonal,
Vtdeo	K C Sales
Vtdeo	Ktdzup Productions Inc
Vtdeo	Kmo Internattonal
Vtdeo	Ktno on Vtdeo,
Vtdeo	Koch Lorber Ftllms,
Vtdeo	Koch Vtston Entertainment,
Vtdeo	Laguna Ftllms,
Vtdeo	Laguna Producttons,
Vtdeo	Latin Medta
Vtdeo	Lattn VISION Inc
Vtdeo	Leo Ftllms
V11deo	Ltbro Sm Fronterras
Vtdeo	Llghtyear Entertamment,
Vtdeo	Lton'Gate Home Entertamment,
Vtdeo	Lolaflim Home Entertainment,

P...-... ,
 V1deo Macondo Cme ,
 V1deo Magnet,
 V1deo Magnolia Home Entertainment,
 V1deo Mavenck Entertamment
 V1deo Maya Entertamment,
 V1deo Maya Med1a,
 V•deo Med1a Latmo,
 V1deo Medsalmk Entertainment,
 V•deo Memthew International, Inc
 Vsdeo MGM Home Entertamment,
 V1deo Mscrocmema Inti
 V1deo Mill Creek Entertainment Lie
 Vsdeo M1llenn1um Med1a Sei'Vlces Inc
 V1deo Mrrabella Flrms
 V•deo M•ramax Home Entertamment,
 V1deo MP,
 V•deo MPIHome V1deo
 V1deo MTIHome V1deo,
 V1deo MUSIC Box Films,
 V1deo Mus•c V1deo 01stnbutors
 Video Nattonal Health Vtdeo Inc
 V1deo Navarre Corp
 V1deo New Conc:orde,
 V1deo New Form,Inc
 V1deo New Lne Home Entertamment,
 V1deo New V1deo Group
 V1deo New Yorker Flrms,
 V1deo New Yorker V1deo
 V1deo Ntc1
 V1deo Ocean Dlstrnbuton,Ilc
 V1deo Ohve Films
 V1deo One 7 Mov1es,
 V1deo Osalloscope P1ctures
 V1deo Oxxo Flrms
 V•deo Pac1fic Entertamment
 V1deo Pac1fic Med1a Entertamment
 V1deo Palm Pictures,
 V1deo Paramount Home V1deo
 V1deo Pass1on R1ver
 V1deo PepIn/Merh1 Entertamment
 V1deo Phantasm Imports Inc
 V1deo Phase 4 Films,
 V1deo Phoemx Entertamment Group,
 V1deo P1cture Th1slHome Video,
 V1deo Platmum D1sc,Lie
 V1deo Plus Entertamment
 V1deo Pnmer Plano,
 V1deo Pro-Active Entertamment Group
 V1deo ProdoCCiones Albarran B&m
 V1deo Public Broadczstmg ServiCe
 V1deo QC Cmema,
 V1deo Quahton Imports Ltd
 V1deo Ra1mondo Morett1/EMI,
 V1deo Randolph Productions
 V1deo RebelCrew Flrms
 V1deo Repnet Lie
 V1deo Ryko V1deo
 V1deo s l ,
 V1deo s n.
 V1deo Screen Med1a Films,
 V1deo Se::tlon23 Flrms
 V1deo Select-O-H1ts,Inc
 V1deo Sony Bmg MUSIC
 V1deo Sony Pictures Class1cs
 V1deo Sony P1ctures Home !:ntertamment,



V1deo	St Clair ViSIOn
V1deo	Starlight Home Entartamnt
V1deo	Starz Home Entartamnt,
V1deo	Strand Releasmg
V1deo	Stud1o Home Entartamnt,
V1deo	Stud1o l.atmo,
V1deo	Stud1oWorks Entartamnt,
V1deo	Summit Entartamnt,
V1deo	Super D /Phantom Sound & V1s1
V1deo	SynergetiC D1stnbut1on
V1deo	Tango Entartamnt Inc
VJdeo	Tapeworm V1deo D1st Inc
V1deo	Team Marketmg
V1deo	Tek11a F1lms Inc
V1deo	Telev1sa Home Entartamnt,
V1deo	Terra Entartamnt,
V1deo	Thomas Nelson Pubhshmg
V1deo	Timeless Med1a Group
V1deo	Tla Entartamnt Group,Inc
V1deo	T1a Releas1ng Inc
V1deo	Tmw /Med1a Group
V1deo	Top1cs Entartamnt
V1deo	Touchstone Home V1deo,
V1deo	Twentieth Century Fox Home Entartamnt,
V1deo	Umgd
V1deo	Umgd- V1vend1 Entartamnt
V1deo	Un1cme,
V1deo	Un1com V1deo
V1deo	Un1versalMus1c & V1deo D1stnbut1on,
V1deo	UniversalStud1os Home Entartamnt,
VJdeo	UrbanVJs1on Entartamnt,
V1deo	Vanguard Cmema
V1deo	Vanguard Latmo,
V1deo	Vanguard V1deo,
V1deo	VCIEntartamnt,
V1deo	VCIHome V1deo,
V1deo	Venev1sJon International,
V1deo	Ventura DJstnbut1on,
V1deo	Venus Pictures
V1deo	V1ctory Mult1med1a
V1deo	V1deo Group D1stnbutors,Inc
V1deo	Vma D1stnbutor
V1deo	Vmtage Home Entartamnt,
V1deo	VJrgJlF1lms And Entartamnt
V1deo	V1vend1 Entartamnt,
V1deo	Voy Pictures,
V1deo	Walkmg Shadows,
V1deo	Walt D1sney Home Entartamnt
V1deo	Walt D1sney Home V1deo,
V1deo	Warner Home Video
V1deo	Water Bearer Films,
V1deo	Wea Corp
V1deo	Wea MUSIC DVD
V1deo	Wemstem Company,
V1deo	Well Go USA Inc
V1deo	Wellsprmg Med1a,
V1deo	Westlake Entartamnt, Inc
V1deo	Wolfe V1deo
V1deo	Woodhaven Entartamnt,
V1deo	World F1lm Mag1c,
V1deo	Xenon Entartamnt Group,
V1deo	Xenon P1ctures Inc
V1deo	Yogob1ca,
V1deo	Yoyo USA
V1deo	Zafra V1deo,

CUSTOMIZED LIBRARY SERVICES

The formation of BAKER & TAYLOR'S Customized Library Services brought with it the development of a project-oriented approach to Ongoing Collection Development, Opening Day Collections, and Ongoing Online Cataloging and Processing. This approach allows CLS management to schedule all facets of a project or ongoing service, including resources, and provides the foundation and framework for the entire project while creating a mutual understanding of the requirements of both the Library and CLS.

The first step in the Implementation of the CLS project management process is the establishment of a project team. All CLS project teams consist of a minimum of a project manager, collection development manager, an automation specialist/cataloging/processing manager, and an account coordinator. Team members are responsible for managing their assigned resources to complete the project. In turn, each team member works closely with the project manager to ensure compliance to all requirements.

The development of the project team begins upon receipt of a completed Customer Needs Assessment or formal/informal proposal request. The project team immediately becomes part of the CLS response team and helps develop an approach that will successfully complete the project and meet the library's requirements. This process ensures that all management resources are in place prior to the submission of our response. Our experience has shown that when the library sets up a project team with similar project responsibilities and scope in advance of the project or ongoing service startup, the documentation and Implementation of services is more efficient, accurate, and thorough. Additionally, the library's internal project team, supported by a designated library project manager, can provide a central point of contact for all issues and information. This will help foster communication and insure that all internal library timelines and schedules are met.

Upon successful award to CLS, the project manager immediately contacts the library's project coordinator to begin developing the partnership that will carry throughout CLS service to the library or the projects' completion. At this time, the project manager contacts the library to review the next steps in the process and possible site visit dates and also requests samples of barcodes, genre labels, OVP/ILSHPS labels or other labels as applicable. The project manager will work with the library to schedule a series of conference calls, including the appropriate CLS and library project team members. The goals of these calls will be to establish connectivity to the library's catalog, review the cataloging and processing specifications supplied in the proposal process and further define them if needed, profile any collection development needs, and assist in the coordination of any electronic ordering/account set up. At the end of these conference calls, all CLS project team members will review their notes and provide a comprehensive requirements documentation package to the library. Upon receipt of the library's approval of the requirements package, CLS will create cataloged and processed samples.

Your project manager will deliver these samples to the library, giving the library another opportunity to confirm that CLS understands their requirements. At this time the project manager can walk the library through placing their first orders and discuss a fulfillment schedule with the library.

Ultimately, the key to successful project management is communication. Internally, CLS emphasizes and focuses on team communication for facilitation and completion of all processes and tasks. Externally, this communication is no less important. Team to team communication between the library and CLS builds a confidence and the environment that is needed for the successful

completion of any project. In support of this "communications environment", the project manager is responsible for establishing regular conference calls with the library and all the CLS team members. These meetings can serve a number of purposes, such as the regular review of profiles/requirements, and project status updates. Our experience has also proven that these meetings and calls aid in the development of the relationship between CLS and the library by promoting open lines of communication at all times and by helping to resolve any issues or questions to the mutual satisfaction of the library and CLS.

A final component of project management is consulting support. All CLS project managers have significant project and delivery experience that can provide ongoing support and aid to the library. This additional knowledge base is free of charge and comes from working with seasoned project professionals. This support can be an invaluable and timely tool from collection development strategy all the way to the delivery implementation.

CATALOGING

Customized Library Services' custom cataloging is BAKER & TAYLOR'S premier service. CLS has performed on-line cataloging, editing and maintenance for Libraries since 1989. CLS will use one of two methodologies to perform cataloging services. Our preferred method is to access the Library's ILS using the Z39.50 protocol. Customized Library Services has partnered with The Library Corporation (TLC) to create a state of the art cataloging methodology that leverages Z39.50 protocol for accessing the library's database and a resource pool of records from the Library of Congress and any Baker & Taylor created records. This technology allows our CLS catalogers to have access to the most current version of the library's cataloging records without the overhead of being directly online. Records obtained from the Library's database are saved to a library specific work file located in our secure cataloging utility. The records in the work file are used in the creation of spine labels and as a vehicle for providing Item-linking information.

Optionally, CLS can catalog online using the ILS Client supplied by the Library. Using the client software, CLS catalogers will access your database and work live in your database. Added copies will be linked on-line and CLS will catalog and add new titles using the Library's cataloging utility and OCLC (through a third party agreement described below). Original cataloging (described below as well) will be performed as needed. It should be noted that the cost for this alternate methodology could be different than the pricing quoted in this proposal.

Once all necessary information is gathered, the CLS project team will work with the library to determine the best most economical fit for the library.

Major Features of the CLS Preferred Cataloging Methodology (Z39.50):

Only authorized CLS catalogers have access to the library's database and work file. The cataloger will process material first by searching for a matching record in the library's database and work file simultaneously.

A successful search occurs when our cataloger matches the data elements found in the appropriate record tags. CLS considers the title, author, imprint/publisher, edition and date of publication when matching a record. During the CLS profiling, the project team will document the appropriate attributes for matching records. When a matching record is found, the appropriate item level information (examples: barcode number, list price, collection code, etc.) is keyed and the record is saved to the library's work file.

If a record is not found in the library's database or work file, the CLS Bibliographic Database is searched, followed by LC :MARC and the resource databases of TLC. The CLS Bibliographic Database contains all CIP records upgraded to full MARC standards by CLS catalogers, as well as new records created by CLS original catalogers.

If the record is not found in the above resources, the Library may also choose to have CLS search OCLC on their behalf for records not found in the library's catalog. Once a record is located in OCLC it is saved to the Library's work file and the record is updated to the Library's specifications. The option of utilizing OCLC will also help to minimize the Library's need for original cataloging. Please note that the process of using OCLC is available upon CLS' receipt of a signed third party agreement which grants permission to our catalogers to access OCLC on the library's behalf. There are no additional charges from CLS for this service. However, it should be noted that all corresponding OCLC charges will be the responsibility of the Library. On a weekly basis, an electronic file is sent to OCLC to update the library's holdings for all contributed records.

When a full matching record is found in one of the resource databases, it is upgraded to meet the library's specifications and the appropriate item tag is keyed. The record is then saved to the library's work file.

If the matching record found is not a full level record, the record is upgraded to meet LC standards and is saved to the CLS Bibliographic Database. The record is then further edited to meet the library's specifications and the appropriate item record is keyed. The record is then saved to the library's work file. The exception to a full level record would be that some AV pre-pub records are not upgraded to full MARC standards. However, these records are upgradeable to the Library's local standards. If a matching record cannot be found in the multi-database search string, a request is forwarded to an original cataloger in the CLS department. Our original catalogers will create a record according to AACR2 rules. LC authority files are used to validate author and subject headings. Once the record is created, it is saved into the CLS Bibliographic Review File. Once the record has been reviewed and approved, it is saved in the CLS Bibliographic Database. The library's assigned cataloger is notified and the record will be edited to meet the library's specification and appropriate item tag is keyed.

Every title sent to the library will have a full MARC record with the appropriate item tags. The records will either be new additions to the library's catalog, edited and modified to the library's standards, or existing records from the library's catalog.

When the cataloger has completed the order, laser printed label sets consisting of spine, barcode, bibliographic, and other labels as required by the library are printed. The barcode is provided in a standard format, with an eye readable number strip available. All other labels are customizable for font, pitch, boldness and italics. Options for label font include Courier, Times New Roman and Arial and pitches 12, 14, 16 and text can be left justified, centered, or right justified. For thin books, we can provide one line spine labels and for Picture Books we can provide a larger font author letter spine label. The library will supply a unique barcode range, barcode prefix, and symbology information.

Call number and bibliographic information is extracted directly from the MARC record to ensure accuracy. After the labels are printed, a file of MARC records corresponding to the titles in the order is created. Released records are flagged so they cannot be selected again.

The file of records will be put on the B&T FTP server for the library to retrieve and load. The records are maintained on the Library's work file for historical reference.

PROCESSING

The CLS department has over 400 trained professionals staffed to handle the library's customized requirements. These staff members are dedicated to meeting the library's requirements and exceeding your expectations. Our commitment to excellence and doing the job right the first time is unmatched in our industry. After cataloging is complete, the processing department completes the physical processing of each item. The processors review the processing instructions gathered at the site visit. Following these instructions, the processor attaches the spine label, barcode, and any special labels required by the library. After the application of all physical components, the library's materials move to the jacket selection area. Experienced technicians size the books so the appropriate Mylar jacket can be applied to the dust cover of the book. After the material is fully processed, it is ready for the final and most important stage in our CLS process, back audit.

The back audit team is the final step in ensuring the material we ship to the library is of the highest quality and is in compliance with the library's profiled specifications. The CLS back auditors inspect each order by cross referencing the completed processing and the processing instructions gathered at the site visit. Once the library's material passes this stage, the order is ready to be staged for delivery to the library.

OPENING DAY COLLECTIONS

Customized Library Services has been supplying libraries with Opening Day Collections since 1995. These projects have ranged in size from a 5,000 unit branch expansion to a 70,000 unit main library. On average we complete 60 projects per year with multiple projects per library. CLS utilizes its project management process (outlined above) to provide comprehensive assistance in collection development, cataloging, processing and fund accounting to deliver successful Opening Day Collection Projects.

COLLECTION MANAGEMENT AND SELECTION TOOLS

BAKER & TAYLOR emphasizes a project-oriented approach in every aspect of the management of Customized Library Services. Collection Management follows these same rules of engagement, which has made us the leading shelf-ready supplier in the industry.

At an appropriate time after the award of the contract, Collection Management staff, in conjunction With the CLS Project Manager Will:

- Contact designated library collection development staff for purpose of introductions and to acquire additional general information about the project or ongoing service requirements.
- Provide the designated library collection development staff copies of Collection Management profiling documentation in order to familiarize the library staff with the means with which B&T Collection Management librarians will document and record collection parameters
- Visit the library and perform focused meetings with the library's collection development staff, in order to discuss and document detailed collection development requirements.
- Document, restate, and as necessary edit, with the library's input, the information acquired in the previous step. This will be presented to the library for sign-off as a confirmation of B&T Collection Management's understanding of the collection parameters.
- A tentative list production schedule will also be supplied and any technical/system issues will be addressed and documented.
- Upon sign-off, B&T Collection Management will provide sample selection lists/media for review by the library and as necessary, use feedback as a source of fine-tuning the documented requirements.
- Upon confirmation of sample conformance, B&T Collection Management librarians will start list/media production.
- If the library needs to adjust requirements after documentation sign-off, B&T Collection Management librarians will document the change and make necessary adjustments to support processes, output, schedules, and pricing.

BAKER & TAYLOR'S Customized Library Services collection management approach is the structured and comprehensive approach required to address your collection development needs

Selection Lists

Baker & Taylor's Collection Management has one of the most extensive databases in the industry to support Opening Day Collection projects and ongoing selection. Our core selection application can access over 3.5 million book, audio and video titles. Data can be accessed and output by using an extensive range of access points including but not limited to

- Dewey Classification
- Library of Congress Classification

- Library of Congress Subject Headings
- Fiction Genres
- Juvenile Material Type, i.e. Picture Book, Easy Readers
- Subject Thesauri such as BISAC Subject Classifications
- Non book Material Genres
- Key words that can be applied to subject access points, full text annotations, and/or tables of contents

In addition to these subject/content descriptions, data can be accessed and output by non subject descriptive data elements including but not limited to.

- Review Citation
- Citation in Industry Standard Bibliographies such as Public Library Catalog or Best Books for Children
- Series
- Level of Readership/Intended Audience
- Physical Format/Material Type
- Availability Status
- Stock Status
- Price

Staff Collection Management librarians also maintain bibliographies that can be used to support library collection development projects. Examples include and are not limited to interdisciplinary multicultural collections that have African American, Hispanic/Latino, and/or Asian oriented content

B&T can provide collection development data in a laser printed hard copy, MARC, or PC compatible format including Microsoft Excel. Data availability includes, but is not limited to the following.

- ISBN/ISSN
- Binding/Format
- List Price
- Delivered Price
- Holdings (see below)
- Class Number (s)
- Author/Editor
- Title
- Edition Statement
- Publisher
- Date of Publication/Copyright
- Series
- Brief Annotation
- Interest Level
- Indication of Status
- Subject Classification

In addition, B&T can include almost any data element that is included in the structure of a MARC record in our hard copy or electronic formats of selection lists. We can include data that indicates:

- Juvenile Material Type: i.e. Picture Book, Easy Readers
- Subject Thesauri Elements such as BISAC Subject Classifications
- Non-book Material Genres
- Review Citation indications
- Citation in Industry Standard Bibliographies such as Public Library Catalog or Best Books for Children
- Physical Format/Material Type
- Availability Status
- Stock Status
- Regional and National Demand accumulated from all B&T customers

Review Sources

B&T can provide access to full-text review citations from the following major review sources. Please note that if full-text reviews are required, the library could be subject to a separate charge for this level of service.

Audiophile	1992-
Booklist	Jan 1995-
BookPage	Inception 1999-
Choice	1998--
Doody's	1993-
E-Streams	Inception (not known)
ForeWord	Inception 1999-
Cannon Reviews	Nov 2001--
Horn Book Guide	1994-
Horn Book Magazine	1996-
Kirkus	1991-
Voice of Youth Advocates	1997-
PWAnnex	12/23/2003
LJ	all available reviews (-1985--)
SLJ	all available reviews (-1985--)
Criticas	Inception 2001-
Library Talk	9/98-2/01
Book Report	1/94-2/01
Technology Connection	10/94 – 10/98
Library Media Connection	Jan 2004-
Videolibrarian	Jan 2002
CD Hotlist	1999-

Holdings Comparison

It is our experience that library systems require current holding information in library development projects. Contingent upon the library's ability to produce a machine-readable extract in conformance to Collection Management specifications, we can match this to our selection list data.

We can accept holdings data in an ASCII or MARC format. Our experience is that ASCII data matched by ISBN provides the best level of service. Extensive technical work to acquire library holdings data may require a supplemental charge to cover research and system development, and ILS interface issues may be contingent upon the features and/or resources of the ILS provider. In almost all instances in which library holdings are included in a collection development project, the following processes are followed:

- Designated technical staff at the library extract an ASCII or MARC file of data to be included in the project
- The data file is transmitted to B&T via FTP
- B&T Technical staff reviews and tests the data for compatibility
- Compatibility issues are addressed and resolved, if necessary, by B&T staff working with the library's technical staff
- Holdings are matched to selection lists produced by B&T librarians in conformance to the specific documented collection management requirements, and included in selection lists used by the library
- Depending on the project timeline, periodic holdings updates may be scheduled and included in the process

B&T can utilize the data supplied by the library that matches the B&T databases by ISBN and include it in the selection lists produced for the library.

FUND REPORT

As part of our Opening Day Collection Services, Baker & Taylor will provide a fund accounting report every two weeks. A typical CLS fund report contains the following information:

Backorder - If the library chooses to accept backorders, these items have been ordered by the library but are not yet available in stock with B&T. They will remain on backorder until a time designated by the library has passed. Backorder information includes the units and net discount dollars but does not include value added services pricing. Including this pricing (unit charge for cataloging and processing) could artificially inflate fund reporting expenditures.

Pending: - These items are available in stock and have been allocated to the library. From this point forward, these items cannot be re-allocated unless the order is cancelled. There are several internal phases of 'pending' that include items in stock but not yet picked, items in cataloging, items in processing, or items in final review.

Invoiced- These items have been completely cataloged and processed as well as reviewed and are packed, stored, and ready to be shipped to the library.

Finally, the fund report provides several calculations that assist in reviewing and analyzing the project status. Budget figures are included in as much detail as possible and remaining balances are determined via formula for every category reported on. This helps the library and CLS wisely and effectively manage the budgets established in the beginning of the project. Where under-selection has potentially occurred, CLS will advise the library on strategies for expending or reallocating dollars in a specific category. Where over-selection has occurred, CLS will work with the library to reallocate dollars or reduce expenditures in the affected category.

The report is broken down by collections that are determined during the collection development profiling phase of the project. Collections can be as broad or precise as necessary, but must be coordinated with the collection development lists and the ordering methodology to maintain the integrity of the information.

These reports are regularly reviewed by our collection development specialists so that we can provide additional management support and consultation where necessary.

ACCOUNT SET-UP PROCESS

B&T has developed an account set-up methodology to aid in the delivery process. Accounts will be established for each collection group defined by the library and our CLS project team at the Site Visit. Adult and juvenile nonfiction orders will be grouped by Dewey hundreds (000's, 100's, 200's, etc.). Adult and juvenile fiction orders will be grouped into 4 or 5 sections based on the first letter of the author's last name. Additional accounts will be set up as required by the library. For example, the library may want to separate out genre, large print or board books. This account set up process ensures that the shipment is delivered in logical groups for shelving. It also allows for detailed fund reporting by Dewey hundreds and other relative categories.

All units will be boxed, labeled and palletized as they are completed. Completed pallets will be shrink wrapped, labeled by customer project name and stored. CLS Project Management will ensure the materials are placed in the location of the library's choosing at the time of delivery.

STORAGE AND SHIPPING PROCESS


CLS will store the materials in our fully insured, climate-controlled distribution center until the desired shipment date(s). When the library is ready for delivery, the back audit team begins to prepare the library's collection for delivery. 30 days notice for delivery is required for projects up to 50,000 units. 45-60 days is necessary for projects that exceed 50,000 units. The preparation for delivery includes marking the outside of each carton with the collection group of the material inside and organizing the pallets in a sequence that the project team determines to be the most efficient for unloading. This organization ensures items that will be in the farthest part of the library will be unloaded first from the truck. This step helps minimize unnecessary movement of cartons throughout the new library. The boxes will be stored and shipped in collection groups based on the account set up process.

Once a delivery date is determined, CLS and the library begin to work on a plan of action for the day or days required to fully move the boxed collection into the library. The planning begins with several conference calls that may also include library facilities management and/or construction project management personnel. Discussion points include the delivery parking area for truck maneuverability, best entry point into the library and whether or not materials can be moved in on pallets or hand trucks, necessary equipment (hand carts, pallet jacks, fork lifts, etc), location of freight elevator(s) for multiple floor buildings, location of the shelves and specific collection parameters. Extra caution will be taken for delicate or fragile ceramic tile flooring or other sensitive building materials/areas. CLS strongly recommends that the library have the Certificate of Occupancy and fully constructed shelving before accepting/requesting delivery.

Our experience tells us that the day of delivery, no matter how well choreographed, always requires some improvisation. Because of this, the Project Manager and other CLS/B&T personnel as required will attend every in-trail library delivery. In addition to managing the on the ground delivery, the Project Manager can help provide expertise from past delivery experiences and can quickly contact other

r

CLS/B&T personnel as necessary should questions arise. For larger deliveries, additional moving and unloading personnel may also be required. CLS will work with the library to ensure the appropriate resources are available to execute the delivery in a successful manner.



Save your staff
valuable time.

Enjoy easier selection
and ordering processes.

**collection
Development
Services**

BAKER & TAYLOR

ne fu u-e deJ,vered

www.baker-taylor.com

r-

Collection Development Services

Baker & Taylor offers libraries an extensive range of collection development services. These services are all tailored to meet your library's unique requirements. We offer a variety of free and fee-based services and programs — all designed to assure cost-effective, quality collection building and efficiencies within the library.

Baker & Taylor's collection development services fall into two main areas:

Notification Programs and **Automatic Shipment Programs**

Merchandisers' Variety Program

Custom

Basic

Standard Profiles

- ? Adult Fiction and Nonfiction
- ? Children's Fiction and Nonfiction
- ? Spanish Language Fiction and Nonfiction
- ? Music and Video
- ? Computer Titles
- ? Scientific, Technical and Medical
- ? University Press
- ? UJC Adult Titles
- ? And many more

AlltSIS delivered as Title Source 1M3 carts

Unique Profiles

- ? Library Specific Profile
- ? Unique to Library's Needs

41/tws delivered as
Title Source 3 carts

- ? High Demand Categories

- ? Title Listings Based on
Prepublication
Purchasing Thresholds

AlltSIS delivered as
Title Source 3 carts

FirstLook Notification Programs

Automatic Shipment Programs

- ? Popular Adult Fiction
- ? Large Print Popular Adult Fiction
- ? Inspirational Authors
- ? Spoken Word Audio
- ? Graphic Novels
- ? Book Club Plans
- ? CATS Authors and Illustrators
- ? CATS Awards
- ? CATS DVDs
- ? CATS Series

Trade

- ? Paperback and
Spoken Word Audio
- ? CATS
- ? Music
- ? DVD

Compilation

- ? Travel Books, Almanacs,
Yearbooks, Test Preparation,
Occupational Guides and more
- ? Numbered and Unnumbered
Monographic Series
- ? Sets in Progress
- ? Non-subscription Series
- ? Proceedings
- ? Selected U.S. Government
Documents and Publications

FirstLook Notification Programs

Firstlook™ | Firstlook is the family of notification services available to libraries. Firstlook is supported by a staff of experienced librarians and merchandising specialists who are experts in the publishing and entertainment industries. These services are supported by the industry's most sophisticated collection development management system, and title lists are provided via Title Source 3.



FirstLook Basic is a free collection development program that provides notification of high-visibility new and forthcoming titles. Firstlook Basic is available to subscribers of Title Source 3.



Firstlook Custom is a fee-based subscription program that delivers customized selection carts for print and non-print materials, based on your library's selection criteria. Delivery of these profiled carts via Title Source 3 makes your selection process easier and more efficient. You determine the profiles and carts you need, as well as a schedule for delivery. Simply create a profile with our collection management staff and we'll do the rest.

Our collection management group — consisting of more than 20 professionals with extensive knowledge of libraries — provides information and products that will exceed your expectations.

FirstLook Custom Features:

O Multiple selection criteria including but not limited to:

- 7 Subject criteria, such as Dewey and LC classification, BISAC and genre categories
- 7 Full-text reviews and citations
- 7 Audience level
- 7 Series
- 7 Publishers
- 7 Citation in a Baker & Taylor publication or merchandising plan
- 7 Publication date
- 7 Format

@ Output delivered as Title Source 3 carts

@) Flexible scheduling options

- 7 One-time special profiles (i.e. replacement lists) available
- 7 Weekly, semi-monthly, quarterly, contingent upon profile/material type

@ Duplication management

- 7 Titles are checked against previous carts — view a title one time for selection efficiency and to prevent unwanted duplication
- 7 Carts can be compared to Baker & Taylor orders to prevent duplication

From high visibility, low selection intensity titles, to titles required for specialized and research collections, Firstlook Custom can facilitate effective title identification, selection and ordering.

Merchandisers' Variety Program

Library patrons want to see the best books-faster. Baker & Taylor is pleased to offer the Merchandisers' Variety Program that complements our family of Firstlook notmcatlon plans.

The Merchandisers' Variety Program allows you to create separate profiles by subject category. The key content identifier for these categories is the prepublication purchasing threshold, which represents our anticipated demand for these titles. Lists are sent as Title Source 3 carts during the last week of every month, 90 to 120 days in advance of the anticipated date of publication. This program is supported by the most experienced merchandising team in the industry.

The Merchandisers' Variety Program addresses all collection areas, including those that are typically not covered in review journals. There are different thresholds for different categories. Category coverage includes adult fiction genres and nonfiction categories, children's and teen areas, spoken word, Spanish language, music CD and video DVD. Examples include, but are not limited to:

- **Adult & Children's Books**

- 7 Adult general fiction
- 7 Adult mystery
- 7 Adult romance
- 7 Computer books
- 7 Cooking
- 7 Crafts and hobbies
- 7 Children's chapter books
- 7 Children's concept books
- 7 Children's easy readers

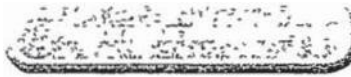
- **Adult & Children's CDs & DVDs**

- DVD adult feature film
- DVD adult nonfiction
- DVD adult TV
- DVD children's TV
- CD pop and rock
- CD children
- CD classical, jazz, soundtracks, dance and electronic



The Merchandisers' Variety Program can stand by itself or be integrated into a library's FirstLook profiles so that titles are delivered only one time, supporting efficient selection and integration with all collection development processes.

Automatic Shipment Programs



Automaticc:ly Yours™ is a specialized program thc;t allows you to

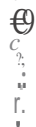
have the latest titles-by popular authors or m a senes —delivered nght to your door, automatically We send you the latest tnles as soon

as they are released No more placmg separate orders or worrylng about title avada bility The titles will arnve on tme at your library, every time

Automaticc:ly Yours™ offers the following plans:

O Adult

- 7 Popular Adult Fiction —choose from more than 1,000 authors
- 7 Large Pnnt Popular Adult Fiction —choose from the same list of 1,000 au:hors
- 7 Inspirational Authors—choose from more than 250 adult and young adult authors
- 7 Spoken Word Audio —choose from more than 1,000 authors m abqdged or unabrdged (when available) formats on CD
- 7 Graphic Novels — choose from more than 500 senes
- 7 Book Club Plans — Includes all maJor national book clubs



Children's and Teen Services (CATS)

- 7 CATS Authors and Illustrators — choose from more than (t:)X)authors and illustrators
- 7 CATS Awards—choose from more than 80 professionally selected and international children's and teen awards
- 7 CATS DVDs—choose from more than 70 contmumg senes on DVD

- 7 Titles shipped automatically upon receipt from the publisher
- 7 Popular authors, senes, formalS and award selections updated annually
- 7 Titles Identified via review source m Title Source 3
- Order confirmation reports sent monthly for forthcoming title additions
- 7 Cataloging and processing available upon request





The Parade standing order programs from Baker & Taylor help libraries reduce the time and expense of ordering and collection management. Our plans are developed by professional librarians and are continually updated to meet the current needs of your patrons. Once a year, simply select the plans you wish to receive—a one-time payment reduces invoices, and the most popular new materials are sent to you every month for 12 months.

Paperback and Spoken Word Audio Parade

With more than 20 plans to choose from, we can fill your needs for all popular titles ranging from mystery to romance to Spanish language, and more. Select spoken word audio plans are also available.

CATS Parade

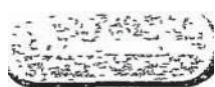
To meet all your children's and teen needs, we have 14 book plans to choose from, ranging from popular and easy-to-read titles for beginning readers, to children's fiction and graphic novels. In addition, there are two plans for popular spoken word audio titles.

Music Parade

To ensure your library has the hottest new titles in a timely fashion, we offer our exclusive music standing order program. The program offers 18 plans and covers the range of musical interests from adult contemporary to world music. Plans are designed to provide expertly chosen selections that best represent new releases within a genre.

DVD Parade

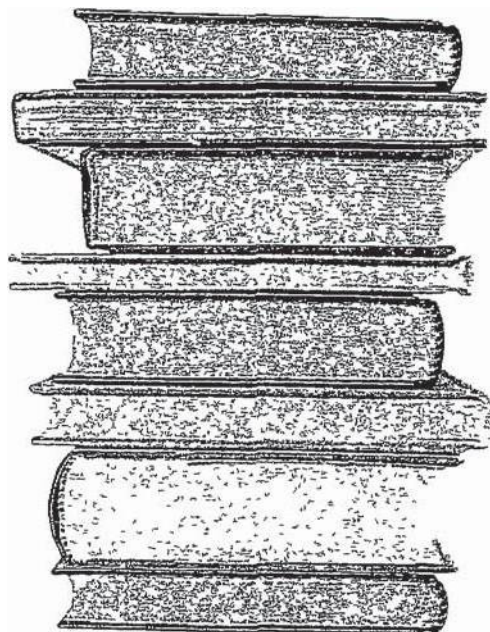
Choose from seven plans to suit all of your patrons' needs.



Continuations is your one-stop source for series standing orders. Our extensive title selection, innovative Web-based system, unparalleled service and free management reports make us a leader in standing order services.

Continuations offerings include travel books, almanacs, yearbooks, test preparation and occupational guides. Also included are numbered and unnumbered monographic series, sets in progress, non-subscription serials, proceedings and select U.S. government documents and publications. Our experienced researchers monitor more than 10,000 adult and children's series from more than 11,000 publishers, so they know when the next issues of relevant publications will be published. We then ship the new titles as soon as they are available.

For additional information about Continuations products and services, contact us at btcontinuations@baker-taylor.com.



Tab 4– Pricing And Compensation Forms

1. Please see the following page.
2. As the Pricing and Compensation Form was not large enough to hold all of our pricing schedules, we have referenced Attachments which detail our pricing offer. Those Attachments appear following the Pricing and Compensation Form.

VENDOR INFORMATION

Company Legal/Corporate Name Baker & Taylor, Inc

Doing Business As (if different than above) _____

Address 2550 West Tyvola Road Smt 300

City Charlotte State NC Zip 28217

N

Phone 800-775-1800

Fax 704-998-3260

E-Mail Address blds@baker-taylor.com

Website www.baker-taylor.com

Taxpayer Identification Number 56-1761729 DUNS# 78-772-4772

Remit to Address (if different than above)

Order from Address (if different from above)

Address Baker & Taylor, Inc P O Box 277930

Address Please see Attachment E for appropriate ordering addresses

City Atlanta State GA Zip 30384-7930

City _____ State _____ Zip _____

Contact for Questions about this proposal:

Name Juhe Jackson

Fax 704-998-3260

Phone 800-775-7930 ext 3122

E-Mail Address blds@baker-taylor.com

Day-to-Day Project Contact (if awarded)

Name Anita Glover

Fax 704-775-1300

Phone 800-775-1200 ext 2767

E-Mail Address amta.glover@baker-taylor.com

Sales/Use Tax Information (check one)

Proposer is located outside Arizona and does NOT collect Arizona State Sales/Use Tax (The City will pay use tax directly to the AZ Dept of Revenue)

____ Proposer is located outside Arizona is authorized to collect Arizona Sales/Use Taxes (The Proposer should move the applicable sales tax and remit to the appropriate taxing authorities)

State Sales Tax Number -----

City Sales Tax Number _____

City of _____

, AZ

Sales Tax Rate -----

____ Proposer is located in Arizona (The Proposer should move the applicable sales tax and remit to the appropriate taxing authorities)

State Sales Tax Number -----

City Sales Tax Number _____

City of _____ AZ

Sales Tax Rate -----

____ Certified Small Business _____ Certifying Agency _____

____ Certified Minority, Woman or _____

Disadvantaged Business Enterprise _____ Certifying Agency _____


Lee Ann Queen / Director of Procurement





VENDOR INFORMATION

NotApphcabl

SKIP THIS AFFIDAVIT IF:

☒ Bidder is a(n) LLC Corporation or Partnership as indicated on your W-9

COMPLETE AFFIDAVIT IF:

☐ Bidder is a(n) Individual or Sole Proprietor as indicated on your W-9

AFFIDAVIT

ARS §1-502 requires that any Person who applies to the City for a Local Public Benefit (defined as a Grant, Contract or Loan) must demonstrate through the presentation of one (1) of the following documents that he/she is lawfully present in the United States (See section 110 of the Instructions)

Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit (If the document says on its face that it: may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit)

- ☐ 1 Arizona driver license issued after 1996.
Print first 4 numbers/letters from license _____
- ☐ 2 Arizona non-operating identification license.
Print first 4 numbers/letters _____
- ☐ 3 Birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
Year of birth _____ Place of birth _____
- ☐ 4 United States Certificate of Birth abroad.
Year of birth _____ Place of birth _____
- ☐ 5 United States passport.
Print first 4 numbers/letters on Passport _____
- ☐ 6 Foreign passport with a United States Visa.
Print first 4 numbers/letters on Passport _____
Print first 4 numbers/letters on Visa _____
- ☐ 7 I-94 form with a photograph.
Print first 4 numbers on I-94 _____
- ☐ 8 United States Citizenship & Immigration Services Employment Authorization Document (EAD).
Print first 4 numbers/letters on EAD _____
- ☐ 9 Refugee travel document.
Date of Issuance _____ Refugee Country _____
- ☐ 10 United States Certificate of Naturalization.
Print first 4 digits of CIS Reg No _____
- ☐ 11 United States Certificate of Citizenship.
Date of Issuance _____ Place of Issuance _____
- ☐ 12 Tribal Certificate of Indian Blood.
Date of Issuance _____ Name of Tribe _____
- ☐ 13 Tribal or Bureau of Indian Affairs Affidavit of Birth.
Year of Birth _____ Place of Birth _____

In accordance with the requirements of Arizona Law, I do swear or affirm under penalty of perjury that I am lawfully present in the United States and that the document I presented to establish this presence is true

Signature

Company Name

Print Name _____ Patron of Attachment by City Staff Member

Date

Signature

Date

OFFER AND ACCEPTANCE

By signing and submitting this Proposal, the Vendor certifies that:

- a) It is under no legal prohibition on contracting with the City of Mesa
- b) It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents
- c) It has no known, undisclosed conflicts of interest
- d) The prices offered were independently developed without consultation or collusion with any of the other respondents or potential respondents or any other anti-competitive practices
- e) No offer of gifts, payments or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the services and/or goods/materials covered by this contract
- f) It grants the City of Mesa permission to copy all parts of this response, including without limitation any documents and/or materials copyrighted by the respondent, for Mesa's internal use in evaluating respondent's offer, or in response to a public records request under Arizona's public records law (A.R.S. §39-121 et seq) or other applicable law, subpoena, or other judicial process, provided that Mesa agrees not to change or delete any copyright or proprietary notices
- g) Under the provisions of A.R.S. §41-4401, respondent hereby warrants to the City that the respondent and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Contractor Immigration Warranty")
- h) Under the provisions of A.R.S. §35-392, respondent certifies that they are not in violation of section 6(J) of the Federal Export Administration Act and barred by the State of Arizona from selling to the City
- i) Under the provisions of A.R.S. §35-391 and §35-393, respondent certifies that they do not have Scrutinized Business Operations in Sudan or Iran
- j) It will provide the materials or services specified in compliance with all Federal, State, and Local Statutes and Rules if awarded by the City
- k) It is current in all obligations due to the City
- l) It will accept such terms and conditions in a resulting contract if awarded by the City
- m) The Signatory is an officer or duly authorized agent of the respondent with full power and authority to submit binding offers for the goods or services as specified herein

ACCEPTED AND AGREED TO:

Company Name Baker & Taylor, Inc

Signature

J. J. Lj d?Lt

Printed Name Lee Ann Queen

Title Director of Procurement Services

Date July 18, 2013

ACCEPTANCE OF OFFER:

The offer is hereby accepted. The Contractor is now bound to sell the materials or services specified in the Contract, including all terms and conditions, specifications, addenda, etc. This contract shall henceforth be referred to as Contract Number #2013139.

Term (if different than stated in the Milestones) 07/18/2013 through 07/18/2013

Awarded this 3rd day of July, 2013

Edward Quedens
Edward Quedens, CPPO, C P IV
As Business Services Director

S

Business Information Report as issued by Dun & Bradstreet

We have attached the BIR as requested. Please note, Baker & Taylor, Inc. is a privately-held corporation and does not provide reporting or source information to Dun & Bradstreet. As a result, many information items contained in this report are no longer current.

BAKER & TAYLOR, INC

D-U-N-S® 78-772-4772 Headquarters (Subsidiary)
2550 W Tivola Rd.
Ste 300
Charlotte, NC 28217
Website: www.btai.com

Phone 704-998-3100
Fax 704-998-3316

Comprehensive Report

Purchase Date: 04/30/2013
Last Update Date: 04/12/2013
Attention: n

Executive Summary

Company Info

Year Started	1992	Employees	3,250
Control Year	1992	Employees Here	125 at this location
CEO	M ARNIE WIGHT CEO	Trade Styles	(SUBSIDIARY OF BAKER & TAYLOR CORPORATION, CHARLOTTE, NC)

D&B Rating

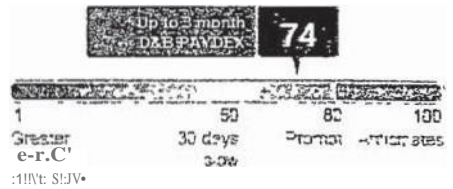
D&B Rating

D&B PAYDEX®

Up to 241 month D&B PAYDEX

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Up to 3 month D&B PAYDEX



Predictive Analytics

Financial Stress Class



The Financial Stress Class of 4 for this company shows that firms with this class have a failure rate of 0.84% (84 per 10,000)

Financial Stress Class

Financial Stress Score

Highest RISK

Lowest Risk:

Credit Score Class



The Credit Score class of 2 for this company shows that 10.60% of firms with this classification paid one or more bills severely delinquent

Credit Score Class

Credit Score

Highest Risk:

Lowest Risk:

2

453

101

670

Credit Limit Recommendation

Risk Category



Conservative Credit Limit \$1,000,000

Aggressive Credit Limit \$1,000,000

Business Information

Branch & Division YES

B Rating

Business Summary

Credit Capacity Summary

Financing SECURED

SIC 5192
Wholesale books/newspapers, motion picture tape distributor, wholesale electronic parts, wholesale computer/peripherals

NAICS 424920
Book, Periodical and Newspaper Merchant Wholesale

History Status CLEAR

D&

Senior D&S Rating

Rating Date 0712512006

Payment Activity (based on 208 experiences) USD

Average Highest Credit \$382,459

Highest Credit 30,000,000

Maximum Highest Credit 57,423,550

Business History

Officers MARNE WIGHT, CEO,
ARNE WIGHT, PRES,
BRADLEY D MURCHISON, SR V PRES,
MATTHEW CARROLL, CIO,
GEORGE COE, EXEC V PRES

Directors The officers identified by (+) are: Daniel A Daniello, Patrick W Gross, Joseph R Wight Jr, Philip Dolan

As of 04/12/2013

The North Carolina Secretary of State's business registrations file showed that Baker & Taylor Inc was registered as a Corporation on January 23, 1992

Business started 1992 by the officers 100% capital stock is owned by the parent company

RECENT EVENTS

On September 13, 2012, sources stated that Follett Corporation, River Grove, IL, has announced the sale of certain assets of Book Wholesalers Inc Mchenry, IL, to Baker & Taylor Inc, Charlotte, NC, on September 5, 2012. This transaction is the result of a strategic decision by the Follett School & Library Group to concentrate on the PreK-12 market. Terms of the transaction were not disclosed. Further details are unavailable.

On March 21, 2007, Baker & Taylor Inc, Charlotte, NC, acquired the assets of Advanced Marketing Services Inc, a Delaware Corporation, San Diego, CA. Assets include the following locations and the related personnel in Anaheim, IN, Woodland, CA, Bicester, England and Naucalpan, Mexico. The headquarters location was also acquired in San Diego, CA.

Alternate Telephone Number
704 998-3190

MARNE WIGHT born 1951 1980 present active here

ARNE WIGHT Antecedents are unknown

BRADLEY D MURCHISON Antecedents are unknown

7-8

MATTHEW CARROLL Antecedents are unknown

GEORGE COE Antecedents are unknown

Government Activity Summary

Activity Summary	Possible candidate for socioeconomic program consideration		
Sorrower	No	Labor Surplus Area	YES (2013)
Administrative Dept	No	Small Business	N/A
Grantee	No	Women Owned	N/A
Party Excluded from Federal Programs	No	Minority Owned	N/A
Public Company	N/A		
Contractor	Yes		
Importer/Exporter	Importer		

The details provided in the Government Activity section are as reported to Dun & Braostree by the federal government and other sources

Operations Data

As of 04/12/2013

Description: Subsidiary of BAKER & TAYLOR CORPORATION, CHARLOTTE NC started 1990 which operates as a holding company. Parent company owns 100% of capital stock.

As noted, this company is a subsidiary of Baker & Taylor Corporation, D-U-N-S number 08-171-0481, and reference is made to that report for background information on the parent company and its management.

Wholesales books, periodicals or newspapers, specializing in books. Engaged in motion picture or video tape distribution, specializing in motion picture distribution. Wholesales electronic parts and equipment, specializing in audio or video recording tapes. Wholesales software.

Terms are Net 30 days. Sells to libraries, bookstores, video rental stores, mass merchandisers, supermarkets. Territory: International.

Nonseasonal

Employees: 3,250 which includes officer(s) 125 employee here

Facilities: Rents 35,000 sq. ft. on 5th floor of a multi-story building

Location: Suburban business section on state street

Special Events

As of 04/12/2013

The Chief Executive Officer is now Michael Wright, CEO

Industry Data

SIC Code	Description	NAICS Code	Description
51829901	Books	424920	Book, Periodical and Newspaper Merchant Wholesalers
78220401	Television tape distribution	512120	Motion Picture and Video Distribution
50659904	Tapes, audio and video recording	423690	Other Electronic Parts and Equipment Merchant Wholesalers
50459903	Computer software	423430	Computer and Computer Peripheral Equipment and Software Merchant Wholesalers

Family Tree

Parent	Domestic Ultimate
BAKER & TAYLOR CORPORATION,	HARLAN CASTLE INC (D-U-N-S® 16-361-6937)



Decide with Corrf1dence



(D-U-N-S® 08-071-0481)
AKA BAKER & TAYLOR
MARKETING SERVICE
2550 W TYVOLA RD STE 300
CHARLOTTE, NC 28217-4579

150 E 58TH ST FL 38,
NEW YORK, NY 10155-0017

Branches Domestic

BAKER & TAYLOR.
INC
(D-U-N-S® 00-142-3040)
1209 WTULANE DR.
TEMPE, AZ 85283-1658

BAKER & TAYLOR.
INC
(D-U-N-S® 00-264-7 5)
AKA PAGES
MAGAZINE
5501 VEGAS DR
LAS VEGAS, NV
89108-7732

BAKER & TAYLOR,
INC
(O-U-N-S® 01-398-6661)
2150 BOGGS RD STE
640,
DULUTH, GA 30096-5816

BAKER & TAYLOR,
INC
(D-U-N-S® 02-201-8126)
1020 AIRPORT 100
WAY,
HANOVER, MD 21076-1113

BAKER & TAYLOR.
INC
(D-U-N-S® 04-500-8489)
AKA BAKER &
TAYLOR
ENTERTAINMENT
4120 SE
INTERNATIONAL
WAY.
PORTLAND, OR
97222-6071

BAKER & TAYLOR.
INC
(D-U-N-S® 07-2<17-5635)
AKA BAKER &
TAYLOR BOOKS
251 MOUNT OLIVE
CHURCH RD,
COMMERCE, GA
30599-0001

BAKER & TAYLOR,
INC
(D-U-N-S® '1-710-0436)
5045 W 79TH ST.
INDIANAPOLIS, IN
46268-1602

BAKER & TAYLOR,
INC
{D-U-N-S® 12-08, -1703)
501 GLADIOLUS ST,
MOMENCE IL 60954-1715

BAKER & TAYLOR INC
(D-U-N-S® 12-081-1778)
AKA AMAZON COM
8291 MT OLIVE RD,
COMMERCE, GA
30599-0001

BAKER & TAYLOR,
INC
(D-U-N-S® '2 081-1836)
AKA AMAZON COM
1120 US HIGHWAY 22
DEPT E.
BRIDGEWATER, NJ
08807-2944

BAKER & TAYLOR,
INC
(O-U-N-S® 12...081-1877)
AKA. AMAZON COM
1160 TRADEMARK DR
STE 111,
RENO, NV 89521-2956

BAKER & TAYLOR INC
(O-U-N-S® 12-977-9385)
DEPT. 4160,
LOS ANGELES, CA
90065

BAKER & TAYLOR INC
(O-U-N-S® 13-178-3917)
PHILADELPHIA, PA
19170.0001

BAKER & TAYLOR,
INC
(O-U-N-S® 14-831-...1651)
AKA. BAKER &
TAYLOR
ENTERTAINMENT
1111 1/2 PLAZA DR STE
680,
SCHAUMBURG, IL
60173-4982

BAKER & TAYLOR,
INC
(D-U-N-S® 17-690-2088)
AKA BAKER AND
TAYLOR
ENTERTAINMENT
RIDC W 1000
COMMERCE DR
PARKRIDGE 1 STE
400,
PITTSBURGH, PA
15275

BAKER & TAYLOR,
INC
(D-U-N-S® 61150-1508)
AKA BESTBUY
1401 LAKEWAY DR,
LEWISVILLE, TX
75057-6001

BAKER & TAYLOR
INC
(D-U-N-S® 78-062-2726)
AKA BAKER &
TAYLOR BOOKS
2550 W TYVOLA RD
STE 300,
CHARLOTTE, NC
28217-4579

BAKER & TAYLOR INC
(D-U-N-S® 79-087-9571)
PHILADELPHIA, PA
19170..0001

BAKER & TAYLOR.
INC
(D-U-N-S® 79-310-7830)
1809 W FRANKFORD
RD STE 160,
CARROLLTON, TX
75007-4645

SAKER & TAYLOR,
INC
(D-U-N-S® 80-204-9122)
AKA PUBLISHERS
OUTLET
1328 LUMRO,
CENTRALIA, WA
98531-1818

BAKER & TAYLOR INC
(O-U-N-S® 80-204-0113)
AKA BAKER &
TAYLOR BOOKS
CAROL STREAM, IL
60197

BAKER & TAYLOR INC
(O-U-N-S® 82-508-9527)
AKA SAKER &
TAYLOR SOFTWARE
CAROL STREAM, IL
601S7

BAKER & TAYLOR,
INC
(O-U-N-S® 00-185-3050)
AKA BAKER &
TAYLOR BOOKS
134 WEND A.,
SOME VILLE, NJ
08876-1816

BAKER & TAYLOR,
INC
(O-U-N-S® 79-705-0882)
10350 BARNES
CANYON RD STE 100,
SAN DIEGO, CA
92121-2716

BAKER & TAYLOR.
INC
(O-U-N-S® 96-351-2707)
AKA MARKETING
SERVICES
DEPARTMENT
2550 W TYVOLA RD
STE 330,
CHARLOTTE, NC
282H-4579

Subsidiaries Domestic

PROF::SSIONAL
M::DIA SERVICE
CORP
(D-U-N-S® 06-431-1988)
1160 TRADEMARK DR.

YANK::EBOOK
PEDDLER, INC
(D-U-N-S® 06-674-6454)
AKA YBP LIBRARY
S::RVICES

YBP UBRARY
SERVICES, INC
(D-U-N-S® 96-817-6888)
999 MAPLE ST,
CONTOOCOOK, NH

7-2

Deade With Confidence

STE111,
RENO,NV 89521-
2956

999 MAPLE ST.
CONTOOCOOK.NH
03229-3374

03229-3374

Affiliate5 Domestic

J A MAJORS
COMPANY I, LTO

{0-U-N-S@00-586-
9654)
530 E CORPORATE
DRSTE600,
LEWISVILLE, TX
75057-6454

This list is limited to the first 25 branches, subsidiaries, divisions and affiliates, both domestic and international. Please use the Global Family Linkage Link above to view the full listing.

Financial Statements

Key Business Ratios (Based on 24 establishments)

O&B has been unable to obtain sufficient financial information from this company to calculate business ratios. Our check of additional outside sources also found no information available on its financial performance. To help you in this instance, ratios for other firms in the same industry are provided below to support your analysis of this business.

	This Business	Industry Median	Industry Quartile
Profitability			
Return on Sales	UN	11	UN
Return on Net Worth	UN	10.0	UN
Short Term Solvency			
Current Ratio	UN	1.6	UN
Quick Ratio	UN	0.7	UN
Efficiency			
Assets Sales	UN	300	UN
Sales / Net Working Capital	UN	13.1	UN
Utilization			
Total Liabilities / Net Worth	UN	1624	UN

Most Recent Financial Statement

As of 04/12/2013

As of April 12, 2013, attempts to contact the management of this business have been unsuccessful. Outside sources confirmed operation and location of the captured business.

Dun & Bradstreet's usual practice is not to rate a subsidiary higher than its parent. The Tangible Net Worth and financial condition of the parent have been used as one factor in rating this business. A copy of the report on the parent is available if further information is required.

Indicators

Public Filings Summary

Public Filings

The following data includes both open and closed filings found in D&B's database on this company.

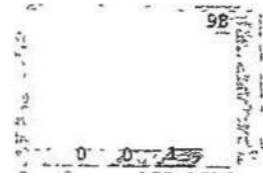
Record Type

No. of Records

Most Recent Filings Date

! _ ;

Judgment	0	
Lien	0	
Suit		01/H/2012
UCC	38	10/31/2012



Bankruptcy Judgment • Lien • Suit • UCC

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.



Suits

Status	Pending	Latest Info Received	07/24/2012
Where Filed	FRANKLIN COUNTY COMMON PLEAS COURT COLUMBUS, OH	DOC#ET NO	12CV000623
Case Name	TRANSCONTINENTAL PRINTING INC	Status Attained	01/17/2012
Defendant	BAKER & TAYLOR INC AND OTHERS	Date Filed	01/17/2012

If this indicates that there are defendants other than the report subject, the lawsuit may be an action to clear title to property and does not necessarily imply a claim for money against the subject.

UCC Filings

Collateral	All Assets	Latest Info Received	10/25/2012
Filing No.	2012 3782267	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	10/01/2012
Secured Party	THE BANK OF NEW YORK MELLON, AS COLLATERAL AGENT IRVING, TX		
Debtor	BAKER & TAYLOR, INC		
Collateral	All Assets	Latest Info Received	10/25/2012
Filing No.	2012 3781913	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	10/01/2012
Secured Party	THE BANK OF NEW YORK MELLON, AS COLLATERAL AGENT, IRVING, TX		
Debtor	BAKER & TAYLOR ACQUISITIONS CORP, SCHAUMBURG, IL		
Collateral	All Assets	Latest Info Received	10/25/2012
Filing No.	2012 3759554	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	09/28/2012
Secured Party	THE BANK OF NEW YORK MELLON TRUST COMPANY N A AS SECOND LIEN COLLATERAL AGENT, JACKSONVILLE, FL		
Debtor	BAKER & TAYLOR ACQUISITIONS CORP. SCHAUMBURG IL		
Collateral	All Assets	Latest Info Received	10/25/2012
Filing No.	2012 3759521	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	09/28/2012
Secured Party	GENERAL ELECTRIC CAPITAL CORPORATION, AS FIRST LIEN COLLATERAL AGENT, NEW YORK, NY		
Debtor	BAKER & TAYLOR ACQUISITIONS CORP SCHAUMBURG, IL		
Collateral	All Assets	Latest Info Received	10/25/2012
Filing No.	2012 3759489	Type	Original



Deed with Confidence



Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	09/28/2012
Secured Party	THE BANK OF NEW YORK MELLON TRUST COMPANY N A, AS SECOND LIEN COLLATERAL AGENT, JACKSONVILLE, FL		
Debtor	BAKER & TAYLOR, INC		
Collateral	All Assets	Latest Info Received	10/25/2012
Filing No	2012 3759448	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	09/28/2012
Secured Party	GENERAL ELECTRIC CAPITAL CORPORATION, AS FIRST LIEN COLLATERAL AGENT, NEW YORK, NY		
Debtor	BAKER & TAYLOR, INC		
Collateral	All Assets	Latest Info Received	05/26/2004
Filing No	4126566 1	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	05/06/2004
Secured Party	LASALLE BUSINESS CREDIT, LLC, AS ADMINISTRATIVE AND COLLATERAL AGENT, CHICAGO, IL		
Debtor	BAKER & TAYLOR, INC		
Collateral	All Assets	Latest Info Received	05/26/2004
Filing No	41265604	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	05/06/2004
Secured Party	LASALLE BUSINESS CREDIT, LLC, AS ADMINISTRATIVE AND COLLATERAL AGENT, CHICAGO, IL		
Debtor	BAKER & TAYLOR ACQUISITION CORP		
Collateral	All Assets	Latest Info Received	05/26/2004
Filing No	4126551 3	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	05/06/2004
Secured Party	LASALLE BUSINESS CREDIT, LLC, AS ADMINISTRATIVE AND COLLATERAL AGENT, CHICAGO, IL		
Debtor	BAKER & TAYLOR FULFILLMENT, INC		
Collateral	All Assets	Latest Info Received	05/26/2004
Filing No	4126522 4	Type	Original
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	05/06/2004
Secured Party	JP MORGAN CHASE BANK, AS ADMINISTRATIVE AND COLLATERAL AGENT ATTN LIEN PERFECTION DEPT, HOUSTON, TX		
Debtor	BAKER & TAYLOR, INC		
Filing No	2008 4287452	Latest Info Received	01/29/2009
Original UCC Filing Date	05/06/2004	Type	Continuation
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	12/29/2008
Secured Party	JPMORGAN CHASE BANK, HOUSTON, TX	Original Filing No	4126522 4
Debtor	BAKER & TAYLOR, INC		
Filing No	2009 0040110	Latest Info Received	02/05/2009
Original UCC Filing Date	05/05/2004	Type	Amendment
Where Filed	SECRETARY OF STATE/UCC DIVISION, DOVER, DE	Date Filed	07/07/2009
Secured Party	JPMORGAN CHASE BANK, N A, HOUSTON, TX	Original Filing No	4126522 4
Debtor	BAKER & TAYLOR, INC		

Filing No.	2012 41g1286	latest Info Received	02/22/2013
Original UCC Filing Date	05/06/2004	Type	Termanation
Where Filed	SECRETARY OF STATE/ UCC DMSION.DOVER, DE	Date Filed	10/31/2012
Secured Party	JP MORGAN CHASE BANK. HOUSTON, TX	Original Filing No	4126522 4
Debtor	SAKER & TAYLOR. INC		

The public record items contained in this report may have been paid, terminated, vacated or released prior to the date this report was printed. Additional UCC and SW filings for this company can be found by conducting a more detailed search in our Public Records Database.

Commercial Credit Score

Summary

Credit Score Class



Incidence of Delinquent Payment

Among Companies with This Class	10 60%
Average Compared to All Businesses	23 50%
Credit Score Percentile	81
Credit Score	463
Number of Payment Delinquencies	208

Key Factors

- Most recent amount past due
 - High proportion of past due balances to total amount owing
 - Insufficient number of payment experiences
 - Low proportion of satisfactory payment experiences to total payment experiences

Notes

- The Credit Score Class indicates that this firm shares some of the same business and payment characteristics of other companies with this classification. It does not mean the firm will necessarily experience delinquency.
- The Incidence of Delinquent Payment is the percentage of companies with this classification that were reported 90 days past due or more by creditors. The calculation of this value is based on an arbitrary weighted sample.
- The Percentile ranks this firm relative to other businesses. For example, a firm in the 60th percentile has a lower risk of paying in a severely delinquent manner than 79% of all scorable companies in D&B's files.
- The Credit Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Credit Score Percentile Norms Comparison

KER & TAYLOR, INC

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Region
(SOUTH ATLANTIC)

41

Industry
(Wholesale)

57

Employee Range
(501-999)

85

Years in Business
(11-25)

75

1 25 50 75 100

- Lower risk than other companies in the same region

- Lower risk than other companies in the same industry

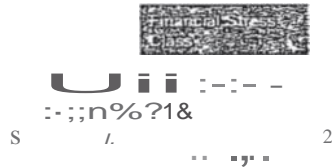
- Higher risk than other companies in the same employee size range

- Lower risk than other companies with a comparable number of years in business

Financial Stress: CGR. = 1.11 #

Summary

Financial Stress Class



Financial Stress Score Percentile

Financial Stress Score Percentile	32
Financial Stress Score	1445
Probability of failure with this score	084%
Failure per 10K	84/10,000
Average Failure Rate Within D&S database	048%
Failure per 10K	48/10,000
Number of Payment Experiences	208

Key Factors

- UCC Filings reported
- High proportion of past due balances to total amount owing
- Low proportion of satisfactory payment experiences to total payment experiences
- High number of inquiries to D&B over last 12 months

Notes

- The Financial Stress Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience financial stress.
- The probability of failure shows the percentage of firms in a given percentile that discontinue operations with loss to creditors. The average probability of failure is based on businesses in D&B's database and is provided for comparative purposes.
- The Financial Stress National Percentile reflects the relative ranking of a company among all scorable companies in D&B's file.
- The Financial Stress Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Financial Stress Percentile Comparison

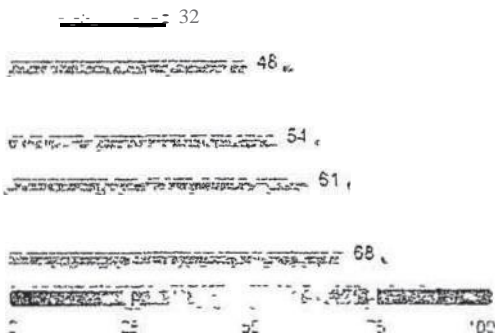
SAKER & TOLSON, INC.

Region
(South Atlantic)

Industry
(Wholesale)

Employee Range
(500..)

Years in Business
(11-25)

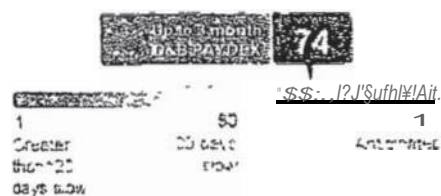


- Higher risk than other companies in the same region
- Higher risk than other companies in the same industry
- Higher risk than other companies in the same employee size range
- Higher risk than other companies with a comparable number of years in business

Decide With Confidence

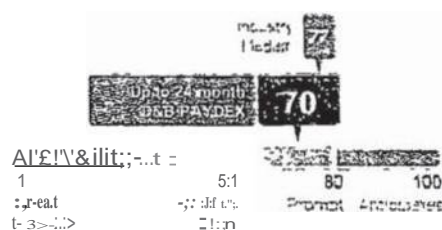
Shows the D&B PAYDEX scores as calculated up to 3 months and up to 24 months of payment experiences

Up to 3 month D&B PAYDEX



When weighted by dollar amount, payments to suppliers average 9 Days Beyond Terms. Based on payments collected over last 3 months

Up to 24 month D&B PAYDEX



When weighted by dollar amount, payments to suppliers average 15 days beyond terms. Based on payments collected up to 24 months

When weighted by dollar amount, the industry average is 5 DAYS BEYOND terms

High risk of late payment (average 30 to 120 days beyond terms)

Medium risk of late payment (average 30 days or less beyond terms)

Low risk of late payment (average prompt to 30+ days sooner)

Payment trend	unchanged	Latest Payment Experiences	208	Highest Now Owning	\$30,000,000
Payments Within Terms	79%	for HQ		Highest Past Due	\$4,000,000
Average Highest Credit	\$382,459	Total Placed for Collection	0		
		Largest Highest Credit	\$30,000,000		

- compared to payments three months ago

Credit Limit Recommendation

Risk Category



Recommendation Date

04/30/2013

Conservative Credit Limit

\$1,000,000

Aggressive Credit Limit

\$1,000,000

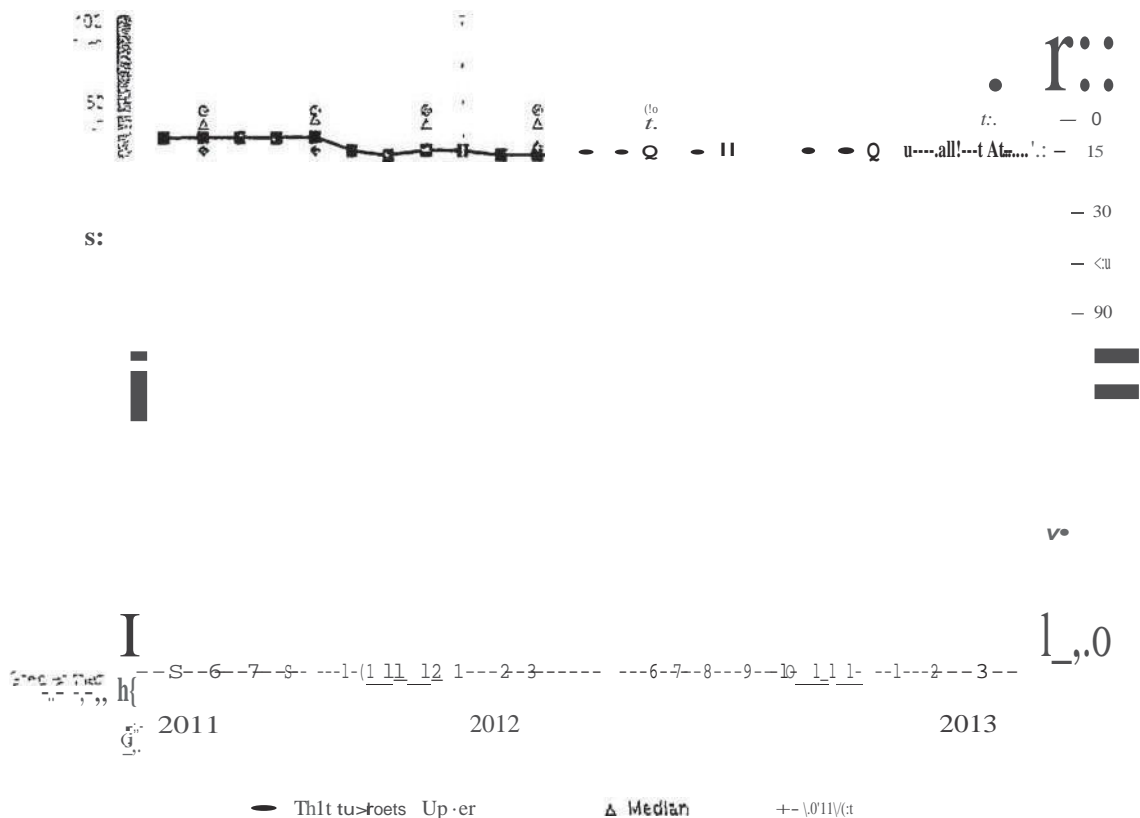
Key Factor

Risk is assessed using D&B's scoring methodology and is one factor used to create the recommended limits

PAYDEX Yearly Trend

Shows PAYDEX scores of this Business compared to the Primary Industry from each of the last four quarters

The Primary Industry is Wholbooks/newspapers, motion picture/tape distribution, whole electronic parts, whole computer/peripheral, based on SIC code 5192



Note

- Current PAYDEX® for this Business is 70, or equal to 15 days beyond terms
- The 24 month high paydex is 73 0, or equal to 11 DAYS BEYOND terms
- The 24 month low paydex is 69 0, or equal to 16 DAYS BEYOND terms
- Industry upper quartile represents the performance of the payers in the 75th percentile
- Industry lower quartile represents the performance of the payers in the 25th percentile

Payment Habits

Credit Extended	% of Payments Within Terms	No. of Payment Experiences	Total Amount USD
Over \$100,000	76% <div></div>	22	\$65,950,000
50,000-100,000	77% <div></div>	8	495,000
15,000-49,999	60% <div></div>	23	590,000
5,000-14,999	81% <div></div>	28	185,000
1,000-4,999	85% <div></div>	<3	17,500
Under 1,000	79% <div></div>	52	15,400

Based on up to 24 months of payments

Payment Summary

The Payment Summary section reflects payment information in D&B's file as of the date of this report

There are 208 payment experiences in D&B's file, With 135 experiences reported during the last three month period. The highest Now Owe on file is \$30,000,000. The highest Past Due on file is \$4,000,000.

6.1\ Industries

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Industries	Total Revised	Total Amounts	Largest Htgn Credit	Within Terms(%)	Days Slow(%)			
					0-30	31-60	61-90	90+
Nonclassified	20	\$193,250	\$50,000	81	9	7	3	0
Telephone communictns	10	63,050	20,000	100	0	0	0	0
Wholesale paper	6	38,100	20,000	100	0	0	0	0
Books-published	7	43,220,000	30,000,000	85		11	0	0
Arrange cargo transp	7	340,000	200,000	66		3	30	0
Help supply service	7	44,500	20,000	78	0	11	11	0
Gravure printing Whol	5	1,310,000	400,000	50	42	8	0	0
Electrical Equip Mfg	6	9,500	5,000	87	13	0	0	0
Photograph equip	6	11,500	5,000	100	0	0	0	0
Trucking non-local	5	786,250	750,000	97		2	0	0
Mfg medical instrmnt	5	275,500	100,000	50	36	0	0	14
Mfg computers	5	265,000	100,000	81	19	0	0	0
Short-term busn credit	5	100,050	60,000	100	0	0	0	0
Mfg conveyors	5	15,000	10,000	100	0	0	0	0
Misc business credit	5	13,350	7,500	100	0	0	0	0
Wholesale mj) Users/softw	5	8,750	5,000	96	0		0	0
Wholesale books/newspaper&	4	4,007,500	3,000,000	100	0	0	0	0
Misc equipment retail	4	43,500	35,000	100	0	0	0	0
Wholesale industrial suppl	4	3,800	2,500	100	0	0	0	0
Misc publishing	3	725,750	700,000	48	52	0	0	0
Paper mill	3	86,000	55,000	65	0	35	0	0
Radiotelephone c;-;mun	3	26,750	25,000	100	0	0	0	0
Wholesale office equipment	3	13,500	10,000	100	0	0	0	0
Wholesale industrial equip	3	4,500	2,500	78	22	0	0	0
Wholesale durable goods	3	600	250	79	0	21	0	0
Retail order house	3	750	250	67	33	0	0	0
Paperboard mill	2	70,000	70,000	100	0	0	0	0
Wholesale office supplies	2	52,500	50,000	80	2	48	0	0
Wholesale groceries	2	10,000	5,000	75	25	0	0	0
Electrical services	2	5,100	5,000	100	0	0	0	0
Security broker/deal	2	3,500	2,500	100	0	0	0	0
Data processing svcs	2	1,050	1,000	52	48	0	0	0
Newspaper-print/pul	2	500	500	100	0	0	0	0
Coating/engrave svcs	2	300	250	41	42	17	0	0
Mfg computer peripherals		15,000,000	15,000,000	50	0	0	50	0
Retail books		250,000	250,000	50	0	50	0	0
Attraction service		200,000	200,000	100	0	0	0	0
Computer system design		45,000	45,000	0	0	0	50	50
Manufactured fixtures		35,000	35,000	0	100	0	0	0
Wholesale non-durable goods		20,000	20,000	100	0	0	0	0
Mfg relays/controls		5,000	5,000	100	0	0	0	0

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MISC Investor	2 500	2,500	100	0	0	0	0
Mgremlheat eou1p	1 000	1,000	100	0	0	0	0
Investrnm ad111ce	1,000	1 000	50	50	0	0	0
Localtruck w/storage	1.000	1,000	0	0	0	100	0
MIQ p;epared flour	1 000	1,000	0	50	50	0	0
Mfg hand/e:lge tools	500	500	100	0	0	0	0
Wholauto pans	500	500	100	0	0	0	0
Wnolchsm1cals	250	250	100	0	0	0	0
?hotocopyng servtce	250	250	100	0	0	0	0
Mfg clean1ng productS	250	250	100	0	0	0	0
Mfg s1gnstao spectlys	100	00	100	0	0	0	0
V\holmetal	100	00	100	0	0	0	0
Lithographic pnntng	50	50	100	0	0	0	0

O h;: ?a, tmet, cat, eg, nes

Category	TotalReceffied	Total Dollar Amounts	Largest HIQH Credit
Cash expenenoos	17	\$2,700	\$750
Payment r9COrd unknown	10	107,950	55,000
Unfavorable comments	0	0	0
Placed for Collecuon	0	0	0

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Date Reponed	Pay1ng Re::ord	Hlgh Cred1t	Now Owes	Past Due	Selling Terms	Last Sale Wllhln(months)
Apnl2013	Ppt	\$25,000	\$0	\$0	N/A	S-12
	Ppt	500	50	0	N/A	
	Ppt	250	250	0	N/A	
	Pot	250	0	0	N/A	6-12
	Ppt	50	0	0	N/A	4--5
	Ppt-Siow30	3,000,000	900,000	55,000	N/A	
	Ppt-Siow 30	100,000	30,000	30,000	N/A	2-3
	Ppt-Siow30	100 000	15,000	0	N/A	
March 2013	DISC	55,000	35,000	0	N/A	
	DISC	1,000	0	0	N/A	41-5
	Ppt	30,000,000	30,000 000	0	NIA	
	Ppt	3 000 000	3,000 000	50,000	N/A	
	Ppt	750,000	300,000	2,500	NIA	
	Ppt	400,000	250 000	0	NIA	
	Ppt	250,000	200000	0	N/A	
	Ppt	60,000	5,000	0	N/A	
	?pi	40,000	0	0	N/A	S-12
	Pot	20,000	10,000	0	N/A	
	Ppt	20,000	5,000	0	N/A	
	Ppt	20,000	0	0	N/A	6-12
	Ppt	15,000	0	0	N/	4-5
	Ppt	10000	7,500	0	N/A	
	Pot	7 500	7,500	0	N/A	

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Ppt	7,500	7,500	0	N/A	
Ppt	5,000	50	50	N30	
Ppt	5 000	5,000	0	N/A	
Ppt	5,000	0	0	N/A	6-12
Ppt	5,000	1,000	0	N/A	
Ppt	5,000	2,500	0	N/A	
Ppt	2,500	250	0	N/A	
Ppt	2,500	1,000	0	N/A	
Ppt	2500	0	0	N/A	2-3
Ppt	2,500	2,500	0	Lease Agreeemnt	
Ppt	2,500	1,000	0	N/A	
Ppt	2,500	0	0	N/A	2-3
Ppt	2,500	2,500	0	N30	
Ppt	2,500	1,000	0	N/A	
Ppt	2500	0	0	N/A	
Ppt	2,500	2,500	0	N/A	
Ppt	2 500	750	0	N/A	
Ppt	2,500	2,500	0	N/A	
Ppt	1,000	1,000	0	N/A	
Ppt	1,000	1,000	0	N30	
Ppt	1,000	750	0	Lease Agreeemnt	
Ppt	1,000	0	0	N30	4-5
Ppt	1,000	250	0	N/A	
Ppt	750	750	0	N/A	
Ppt	500	250	0	N/A	2-3
Ppt	500	0	0	N/A	4-5
Ppt	500	500	0	N/A	
Ppt	500	250	0	N/A	2-3
Ppt	500	0	0	N/A	4-5
?pi	250	0	0	N/A	6-12
Ppt	250	100	0	N/A	
Ppt	250	0	0	N/A	
Ppt	250	250	0	N/A	2-3
Ppt	100	0	0	N/A	6-12
Ppt	50	0	0	N/A	
Ppt	0	0	0	N30	2-3
Ppt	0	0	0	N30	2-3
Ppt-Siow 15	30,000	0	0	N/A	6-12
Ppt-Siow 15	5,000	0	0	N/A	11-5
Ppt-Siow30	1000	500	0	N30	
Ppt-Siow30	1 000	1,000	1,000	N30	
Ppt-Siow30	1,000	1,000	500	N/A	
Ppt-Siow30	1,000	0	0	N/A	4-5
Ppt-Siow30	100	100	100	N/A	
Ppt-Siow60	15,000	5,000	0	N/A	
Ppt-Siow60	15,000	0	0	N/A	2-3
Ppt-SiowSO	1,000	100	100	N/A	6-12
Slow30	50,000	0	0	Nt.L.	6-12
Slow 30	45 000	35 000	20000	N/A	

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	Slow 30	25,000	10,000	2,500	N/A	
	Slow 30	750	0	0	N/A	..t.S
	Slow 5-30	250	0	0	N30	2-3
	Slow 30	250		0	N/A	6-12
	Slowt.O	250	0	0	N/A	5- 2
	SlowS0-90	0 000	7,500	7,500	N/A	
November 2012	Slow S0-90	5 000	0	0	N/A	6-12
August2012	Ppt-Slow 120+	50	0	0	N/A	6-12

Lmes shown in red are 30 or more days beyond terms

Payment experiences reflect how bills are met in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, Skipped invoices etc

Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported

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PRICING AND COMPENSATION

Pursuant to all the contract specifications enumerated and described in this solicitation, we agree to furnish Library Books, Spoken Word, DVDs & Digital Media to the City of Mesa at the price(s) stated below

- Large Print Editions These titles may fall under several categories as listed on Attachment A-1, depending on the binding type and publisher associated with the work

Category Description	Percent Discount
Please see Attachment A-1 for book/spoken word audio discounts Attachment A-2 for Music/DVD terms *	
Standing Order Plans	%
Please see Attachment A-1 for book/spoken word audio discounts, Attachment A-2 for Music/DVD terms *	
Non-Standing Order Titles	%
Damaged, defective or mis-shipped product is replaced free of charge Please see Tab 3-Attachment D for details	%
Replacement Costs	%
Shipping Costs	Free of Charge %

The City is Exempt from sales tax or use tax on library materials. Sales/Use taxes should not be included in the proposal prices. Vendors who will be charging a Mesa Transaction Privilege Tax (TPT) will have 1.75% removed from the taxable item(s) for the purpose of award evaluation (125) comply

FOB Destination Comply

Freight Costs Unit prices should include all Shipping and Transportation Costs

No fuel surcharges Will be accepted Comply

Delivery, as stated in Detailed Specifications, can be met ☒ Yes ☐ No

If no, specify number of days for delivery _____

Payment terms (not less than net 30 days) Baker & Taylor terms are net 30 days from the invoice date

Prompt Payment Discount of 10 % if invoices are paid within 15 days of receipt date of invoice (Available for payments made via EFT or check)

Does Respondent agree to honor the prices, terms and conditions to other agencies as specified in section S 38?

Yes ☒ No (A "no" answer will not disqualify your bid)

Will you allow payment of invoices using a Procurement Card? ☒ Yes ☐ No

Discount for Procurement Card Purchases? 00 %

Respondent complies with S 9 "Compliance With Applicable Law"? ☒ Yes ☐ No

ADDENDA

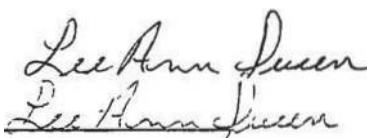
Proposers are responsible for verifying receipt of any addenda issued by checking the City's website at winw.mesaaz.gov/purchasing prior to the bid opening (see 1.2). Failure to acknowledge any addenda issued may result in a response being deemed non-responsive.

Acknowledgement of Receipt of Addenda (initial for each addenda received, if applicable).

Addenda #1

Addenda #2

Vendor Name Balcer & Taylor, Inc



Date Jul 18, 2013

Baker & Taylor, Inc.
Discount Terms and Conditions of Sale (Firm Order Book & Continuation Services)
City of Mesa / Mesa Public Library
Mesa, AZ

Baker & Taylor, Inc. is pleased to offer the discount terms and conditions contained in this Attachment A. The pricing grid below provides discounts for each product category offered by Baker & Taylor.

Category	Product	Category Definition	Price Indicator	Discount
I.		Adult Trade Hardcover Editions (Popular Fiction & Non-Fiction)	O (zero) (Hardcover Trade Editions) C (Hardcover Computer Books)	46.5%
II.		Juvenile Trade Hardcover Editions (Popular Fiction & Non-Fiction)	J	46.5%
III.		Adult Quality Paperback Editions (Popular Fiction & Non-Fiction)	B (Paperback Trade Editions) C (Paperback Computer Books)	41.0%
IV.		Juvenile Quality Paperback Editions (Popular Fiction & Non-Fiction)	G	41.0%
V.		Mass Market Paperback Editions	P	41.0%
VI.		Single Edition Reinforced (Juvenile)	R	23.5%
VII.		Publisher's Library Edition (Juvenile)	Z	23.5%
VIII.		University Press Trade Editions	A	13.1%
IX.		Text, Technical, Reference, Small Press, and/or Titles of Limited Demand (May be of any binding and includes non-trade University Press titles and some spoken word audio)	S/X/N (Text, Technical, or Reference Editions) L (Hardcover Editions from Small, Specialty Publishers and/or Titles of Limited Demand) M (Paperback Editions from Small, Specialty Publishers and/or Titles of Limited Demand) T/U/V/W/4/7/Letter O (Specialty Textbooks) 5/6/8 (Professional/Medical Titles)	S=13.1% X= 13.1% N = 0.0%*** L = 13.1% *** M = 13.1% *** T = 0.0% U = 0.0% V = 0.0% W = 0.0% 4 = 13.1% 7 = 13.1% Letter O = 13.1% 5 = 0.0% 6 = 13.1% 8 = 13.1%
X.		Imported English and Non-English Language Editions	F/K/1/3	F = 0.0% K=13.1% 1 = 0.0% 3 = 0.0%
XI.		Enhanced Service Program	Y/Q	0.0%***
XII.		Spoken Word Audio	H	45.0%
XIII.		Board Books	I	41.0%
XIV.		Novelty Items/Activity Books	I	41.0%
XI/		Special Programs, such as: - PawPrints Editions - Turtleback Editions - Playaway Audio Editions	D E All Playaway Audio Editions	D = 0.0% E=13.1% 25.0%

* Please see Attachment B for full category definitions, which are attached hereto and incorporated herein by reference. Materials produced for TextStream print-on-demand services may fall into any category, depending upon the relationship established with the individual content suppliers.

** Titles which receive minimal publisher discount will be invoiced at publisher's list price.

*** Represents publishers with limited sales volume, based upon a semi-annual review and individual titles which qualify for preferred stock status, but have limited demand (calculated over a rolling 12 month period). Also represents individual titles which do not qualify for preferred stock status, based upon quarterly review. These titles may be of any binding type or publisher of origin.

Titles where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or publishers whose titles have limited demand and/or non-commercial publishers Will be invoiced at list price

Baker & Taylor, Inc.
Discount Terms and Conditions of Sale



Also, please note that:

- Publisher's list price is subject to change without notice.
 - Except where otherwise noted, book discounts are applied to current publisher's list price at the time of shipment.
 - Baker & Taylor reserves the sole right to be the final determinant of product categories, category definitions and price modifiers. The discounts vary based on this determination.
 - Titles are categorized by Baker & Taylor for pricing purposes by considering the binding, general marketing categories, demand for certain titles, preferred stock status, cost of acquisition, cost of distribution, and the size or type of publisher, as well as factors related to relationships with publishers such as shipping terms, payment terms, publisher's discount, returnability to publishers and other factors.
- Product categories, category definitions and price modifiers are subject to change at Baker & Taylor's sole discretion, without notice, based upon the above-described factors for categorizing titles.
- For domestic titles where no publisher list price is assigned by the publisher, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
 - For imported titles where no publisher list price is assigned by the publisher for the U.S. market, Baker & Taylor will assign such titles a U.S. dollar price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
 - For paperback editions, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
 - Titles of limited demand or from small or specialty publishers generally are included in Product Category IX or Product Category XI.
 - The discount terms and conditions in this Attachment A do not apply to Baker & Taylor's Continuation Services or Approval Programs.
 - Baker & Taylor provides an invoice that identifies the publisher's current list price, the discount offered, and the exact price charged for each title ordered.

The Library is a subscriber to our Title Source bibliographic database product. We also have provided separate trial access, per the bid request Title Source will display title and pricing information for any item in our database; please use the trial id to assist in the evaluation of our proposal.

Audiovisual materials ordered through Baker & Taylor will receive the following terms:

	Discounts from <u>Manufacturer's Current List Price</u>
CD Music26.0%
DVD / Blu-Ray30.5%
Playaway View0.0%

List prices are manufacturers' suggested list price, where available. Where no list price is supplied by the manufacturer, a list price will be assigned by Baker & Taylor.

Titles receiving minimal supplier discount, or which are under supplier restriction, or titles produced by small, specialty vendors will be invoiced at the manufacturer's Suggested Retail Price.



Processing Prices

Book Material

Mylar Jacket	\$0.69 / Unit
Spine Label	\$0.15 / label
Barcode	\$0.15 / barcode

MARC \$0.30 / record
(for any book cataloged through the Library of Congress)

Spoken Word Audio \$3.40 / unit

Case, Manufacturer artwork insert, Barcode
(repackage provided for every unit)

DVD / Blu-Ray \$1.29 / unit

Remove Shrink-wrap and manufacturer security, replace case as necessary and attach a barcode.

Additional processing components are available through Baker & Taylor; available options are outlined in the enclosed specification booklets. Please contact your Sales Consultant, Jane Herb for assistance.